
FAIRVIEW PUBLIC SCHOOLS

FAIRVIEW, NJ 07022

DISTRICT PROCEDURES MANUAL

2016-2017

School District Procedures Manual

- A.** The Fairview Board of Education has developed and adopted written policies and procedures mechanisms or programs governing the following school functions:
1. Care of a student who becomes ill or injured while at school or participating in a school sponsored function:
 - a. The district employee charged with supervising the class/team/club will immediately consult with the first available trained health professional (doctor, trainer, EMT, or nurse) when faced with an illness or injury.
 - b. At the earliest opportunity, the district employee will notify the parent/guardian of the affected student and arrange for medical treatment as per the directive of said parent/guardian.
 - c. The district employee will insure the safety of all students by not leaving any student(s) unsupervised while attending to the injured or ill student.
 - d. At the earliest opportunity, the district employee will report the incident to the school nurse and the building administrator.
 2. Transportation and supervision of any student determined to be in need of immediate medical care:
 - a. A student in need of transportation due to illness or injury will remain under the supervision of the district employee assigned to that specific activity.
 - b. The district employee will make every effort to contact the parent/guardian and inquire as to the desired mode of transportation.
 - c. In the event contact with the parent/guardian is not possible, the district employee will contact the appropriate authorities and arrange both transportation and supervision for the ill or injured student.
 3. Isolation, exclusion, and readmission of any student or employee suspected of having a communicable disease:
 - a. The principal, upon the recommendation of the school physician or the school nurse, may exclude from school any student who has been exposed to a communicable disease (NJSA 18A: 40-7). The principal will notify the parent/guardian and provide reasons for the exclusion.
 - b. No teacher or student who is a member of a household in which a person is ill with smallpox, diphtheria, scarlet fever, whooping cough, yellow fever, typhus fever, cholera, measles, or other contagious disease shall not attend school until cleared to do so by a certified physician.

- c. Any student found to have communicable tuberculosis shall be excluded from school and a report of each such case shall be filed by the school medical inspector with the health officer of the municipality in which the pupil resides (18A: 40-11).
 - d. Any student failing to comply with the rules of the board of education relating to the determination of the presence of tuberculosis or any order issued by a school officer pursuant to such rules may be excluded from school.
 - e. Whenever the board of health of any municipality shall declare any epidemic or cause of ill health to be so injurious or hazardous as to make it necessary to close any or all of the public schools in the municipality, the board shall immediately serve notice on the board of education of the school district situated in the municipality that it is desirable to close the school or schools (18A: 40-12).
4. The Fairview Public School District will provide health services to all students including certain immunizations, administration of medication treatment of asthma, medical examinations, nursing services and emergency medical situations as required in 6A:16-2.
5. The district adopts a Nursing Services Plan annually that details the provisions of services based upon student need (NJAC 6A: 16-2.1 through 2.5).

The Fairview Public School district Certified Nursing Services Plan is as follows:

The Fairview Public Schools currently employ two full-time school nurses and a R.N. (Registered Nurse) to assist in the service of students in the districts four school buildings. Both nurses hold regular New Jersey School Nurse certificates. The duties of the certified school nurse shall, under the direction of the school physician and the chief school administrator, include, but not be limited to:

- i. Conducting health screenings in accordance with N.J.A.C. 6A:16-2.2;
- ii. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.2;
- iii. Assessing and recommending to the school principal the exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8, or who have not submitted acceptable evidence of immunizations, pursuant to N.J.A.C. 8:57-4;
- iv. Instructing teachers on communicable diseases and other health concerns, pursuant to N.J.S.A. 18A:40-3;
- v. Training, direction and supervision of the emergency administration of epinephrine for school staff designated by the certified school nurse to serve as delegates, pursuant to N.J.S.A 18A:40-12.6;
- vi. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing

- task;
- vii. Providing appropriate response to DNR orders;
- viii. Maintaining a valid, current Providers Cardiopulmonary Resuscitation certification from the American Heart Association or the equivalent from the American Red Cross;
- ix. Reviewing and summarizing available health and medical information regarding the student and transmitting the summary to the Child Study Team for the meeting according to N.J.A.C. 6A:14-3.5.

The certified nurses are currently assigned to cover the four buildings the district occupies. Their assignments are determined based on the proximity, enrollment, and needs of each building; however, their duties are not necessarily limited to their specifically assigned building(s). As of September 1, 2009, Ms. Wendy Lamar was assigned to cover the School Three Annex (formerly St. John the Baptist School) and School Three. Mrs. Joanne Godlewski will be assigned to Lincoln School and the Lincoln School Annex when necessary.

Both nurses are to conduct regular meetings with their respective building principals in an effort to maintain open lines of communication regarding students who suffer with chronic health issues or are experiencing a temporary medical condition.

Accurate records regarding those students who require the administration of medication during school hours should be maintained and shared with all district administrators. In addition, nurses must confer on a regular basis with the Child Study team and local physicians regarding medication administered to students.

In addition to conducting screenings and administering first aid to students who are in need, all nurses assume the responsibility of maintaining accurate immunization records in an effort to safe guard the health of all staff and students.

6. The Fairview Board of Education annually appoints a school physician to serve as health services director. The school physician shall provide written standing orders regarding the administration of medication that shall be reviewed and reissued before the beginning of each school year (NJSA 16A: 16-2.3(a)3vii).
7. Emergency administration of epinephrine via pre-filled auto-injector mechanism to pupil is permissible provided that (18A:40-12.5):
 - a. the parents or guardians of the pupil provide to the board of education or the chief school administrator written authorization for the administration of epinephrine;
 - b. the parents or guardians of the pupil provide to the board of education or the chief school administrator written orders from the physician or advanced practice nurse that the pupil requires the administration of

epinephrine for anaphylaxis;

c. the board or chief school administrator informs the parents or guardians of the pupil in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism;

d. the parents or guardians of the pupil sign a statement acknowledging their understanding that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine and that the parents and guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism; and

8. Medical treatment or examination treatment objection procedure (18A: 35-4.8).

No pupil whose parent or guardian objects to such pupil receiving medical treatment or medical examination or physical examination shall be compelled to receive such treatment or examination; provided, however, that no objection shall be made to a physical or medical examination of ant physically handicapped child for the purpose of determining whether such child shall be admitted to any class or school for handicapped children or of any pupil to determine whether he is ill or infected with a communicable disease or of any person who appears to be under the influence of a drug pursuant to P.L. 1971,c.390.

9. Provision of nursing services to non-public schools procedure (18A: 40-25).

The Fairview Board of Education ensures the following to the local nonpublic school:

a. Provide nursing services for the pupils who are enrolled full-time in the nonpublic school. The services shall include:

- (1) assistance with medical examinations, including dental screening
- (2) conducting screening of hearing examinations
- (3) the maintenance of health records, and notification of local or county health officials of any student who has not been properly immunized; and
- (4) conducting examinations of pupils between the ages of 10 and 18 for the condition known as scoliosis.

10. Comprehensive substance abuse prevention, intervention, and treatment referral programs procedures.

a) The Fairview Board of Education has established a

comprehensive substance abuse intervention, prevention and treatment referral program (18A: 40A-10).

- b) The Fairview Board of Education has established policies and procedures (see district Comprehensive Substance Abuse Procedures) for evaluation, referral and treatment of students abusing substances on school property (18A: 40A-11).

- 11. Confidentiality related to juvenile justice proceedings, HIV identifying information and drug and alcohol information.

It is the policy of the Fairview Board of Education that all information related to the previously identified matters is confidential and may only be shared when circumstances may endanger the safety of the juvenile.

- 12. School Safety Plans.

All plans and procedures related to school safety and security are contained in the district School Safety and Security Plan document that is distributed to all staff members in September of each school year.

- 13. Removal of students from school for firearms offenses, assaults with weapon offenses and assaults on district board of education members or employees.

The Fairview Board of Education has adopted policies of zero tolerance for possession of firearms, or other weapons, in school buildings. Similar policies prohibit the use of violence toward school board members or other employees of the school district (see Fairview Board of Education Policy 8461, 8462)

- 14. Prohibition of remotely activating paging devices.

The district Code of Conduct Handbook distributed to students and parents in September of each school year strictly prohibits the use of paging devices, cell phones and other electronic devices in a school building or on school grounds during school hours.

- 15. Cooperation with law enforcement operations for substances, weapons, and safety.

The annual Memorandum of Agreement between school officials and law enforcement agents signifies the school administrations' commitment to cooperation and assistance in any matter involving student substance, weapons, and other safety issues.

16. Development and implementation of a code of student conduct.

The district administration annually revises the student code of conduct handbook which is distributed to all students and parents in September of each school year.

17. Provision of intervention and referral services in each building in which general education students are served.

An I&RS team is assembled in each building to provide intervention services to students who are exhibiting difficulty in any aspect of the educational realm. The Child Study Team Supervisor and each building principal are responsible for overseeing the program in each district school building.

18. The falsification of the annual report on violence and vandalism reporting.

The district has adopted policies and procedures prohibiting the false reporting of acts of violence and vandalism in the Fairview Public Schools.

19. Student attendance.

Guidelines related to student attendance are clearly described in district policies and the code of student conduct which is distributed to all students and parents in September of each school year.

20. Intimidation, harassment, and bullying.

Board of Education Policy 5512.1 strictly prohibits acts of harassment, intimidation, and bullying within the Fairview Public Schools. Violators of this act are disciplined in accordance with the guidelines described in the Code of Student Conduct handbook.

21. Notification of the appropriate law enforcement and child welfare authorities when a potential missing or abused child situation is detected.

B. The Fairview Board of Education has developed and adopted policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, the New Jersey Department of Agriculture, and local boards of health which include the following requirements:

1. Exclusion of any student from the school setting for failure to meet requirements for immunization against communicable disease.

The district nursing staff is responsible for reporting any student who is not in compliance with mandated immunizations for school entry. Once reported, the district administration will be responsible to notify parents of

the exclusion procedure.

2. Exclusion of any person from the school setting if the person has uncovered weeping skin lesions.

The district nursing staff is responsible for reporting any student or adult who has uncovered weeping skin lesions to the building administrator and/or the central office. The administration will require medical clearance prior to readmitting the student or adult to the school setting.

3. Procedures for sanitation and hygiene when handling blood and bodily fluids. Participation and Attendance at School by individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines.

The district nursing staff is responsible for providing staff Bloodborne Pathogen training to those having direct contact with students.

4. Students with HIV or AIDS or those who live with someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home instruction or classified as eligible for special education for reasons of HIV infection.

No student will be eliminated from any school related activity for reasons related to HIV or AIDS infection of the student or relative.

5. Wellness Policies.

The Fairview Board of Education has adopted a School Nutrition Policy which is designed to serve as a guideline for our students.

6. Ensuring accessibility of the New Jersey Family Care program.

The Fairview School district has reported all students who are without medical coverage to the New Jersey Family Care program. The list was compiled and recorded on the district's student information system.

- C. Each district board of education employee that engages in student testing, studies or surveys shall assure that its procedures and materials comply with NJSA 18A:36-34.

The Fairview Public school district must receive prior written consent from a parent or guardian at least two weeks prior to administering to a student any academic or non-academic survey, assessment, analysis or evaluation which reveals information concerning:

1. political affiliations;
2. mental or psychological problems potentially embarrassing to the

- student or the student's family;
3. sexual behavior and attitudes;
 4. illegal, anti-social, self-incriminating and demeaning behavior;
 5. critical appraisals of other individuals;
 6. legally recognized privileged or analogous relationships (lawyer, physician, minister, etc.)
 7. income
 8. social security number